

# Local Wellness Policy Builder

The Local Wellness Policy Builder is designed to assist schools in creating comprehensive school wellness policies that meet the final rule established by the U.S. Department of Agriculture in August 2016. Following submission of your selections, a document will be generated and emailed to the contact person listed below. While every attempt is made to provide this document within a week, response times will vary.

As you navigate through the sections of the policy builder, select only the statements you would like to be included in your generated text. If you do not want a statement included, do not select the option. Policies are required to include:

\*Specific goals for nutrition promotion, nutrition education, physical activity, and other school based activities that promote wellness.

\*Standards and nutrition guidelines for all foods and beverages sold to students on campus during the school day.

\*Standards and nutrition guidelines for all foods and beverages provided, but not sold, to students during the school day.

\*Policies for food and beverage marketing.

\*Description of public involvement, public updates, policy leadership, and evaluation plan.

## 1. School/District

.....

## 2. Contact person name

.....

## 3. Contact person email

## Policy Preamble

---

**4. Select the introduction for your Local Wellness Policy***Mark only one oval.*

☐ \_\_\_\_ School District (hereto referred to as the District) is committed to the optimal development of every student. Good nutrition and regular physical activity before, during, and after the school day are strongly correlated with positive student outcomes. The District believes that we need to create and support health-promoting learning environments throughout our schools, giving students the opportunity to achieve success. This policy outlines the District's approach to ensure all students practice healthy eating and physical activity behaviors throughout the school day.

☐ The Board of Education recognizes that good nutrition and regular physical activity affect the health and well-being of the students of the \_\_\_\_ School District (hereto referred to as the District). Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. As required by law, the Board of Education establishes the following wellness policy.

☐ The Board of Education of the \_\_\_\_ School District (hereto referred to as the District) supports the health and well-being of the District's students by promoting nutrition and physical activity at all grade levels. In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; provide nutrition education; and require that all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture.

☐ In accordance with the Local School Wellness Policy Implementation rule under the Healthy, Hunger-Free Kids Act of 2010, the \_\_\_\_ School District (hereto referred to as the District), establishes the following policy for implementation no later than [Insert Date].

☐ Other: .....

**5. Insert implementation date if option four was selected.**

.....  
*Example: December 15, 2012*

**Wellness Policy Leadership****Policy Leadership**

---

6. At minimum, school/districts must establish wellness policy leadership of one or more school official(s) who have the authority and responsibility to ensure each school complies with the policy.  
*Mark only one oval.*

☐ The superintendent shall implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy.

☐ The designated official for oversight of the wellness policy is [Insert Name]. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy.

☐ Each school shall designate a site coordinator who shall ensure compliance with the policy.

☐ Other: .....

7. If a designated official(s) has been identified, enter their name(s) below.

.....

## School Wellness Committee

---

When establishing a school wellness committee, many names of the committee may be used. The school/district should determine which is appropriate. Common names include: school wellness committee, school health advisory council, and coordinated school health team. This tool uses Wellness Committee or Committee.

### 8. Committee Formation

There is no requirement related to the inclusion of policy language regarding the formation of a wellness committee. However, this practice is strongly encouraged.

*Mark only one oval.*

☐ A Wellness Committee shall be formed and maintained to oversee the activities set forth in this policy. The Committee shall meet annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Committee shall meet no less than [Insert Number] times during the school year to discuss the implementation of the established activities and address any barriers and challenges. The Committee shall report annually to the Board of Education on the implementation of the policy and any recommended changes or revisions. The Board will adopt or revise policies based on the Committee recommendations.

☐ The District shall convene a Wellness Committee that meets at least [Insert Number] times during the school year to establish goals and oversee school health policies and programs, including development, implementation, and periodic review and update of this Wellness Policy.

☐ To assist in the creation of a healthy school environment, the District shall establish a Wellness Committee that will provide an ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than [Insert Number] times during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy.

☐ Other:

### 9. Select the number of times your Wellness Committee will meet during the year.

*Mark only one oval.*

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**10. Committee Representatives**

At a minimum, the school/district must allow stakeholders to participate in the development, implementation, periodic review, and updating of the Wellness Policy. While there is no requirement to identify specific members of the Committee, this practice is strongly encouraged.

*Check all that apply.*

☐ The District shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the wellness policy. Stakeholders may include:

- ☐ Administrator
- ☐ Board member
- ☐ Classroom teacher
- ☐ Physical education teacher
- ☐ School food service representative
- ☐ School nurse
- ☐ Community member/parent
- ☐ Student
- ☐ Medical/health care professional
- ☐ Nutrition and/or health education teachers
- ☐ School counselor
- ☐ Local business representative
- ☐ Other: .....

**Nutrition Standard for All Foods**

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

**School Meal Programs**

---

11. Standards and Guidelines for School Meal Programs

At a minimum, all schools should select the first response to be in compliance with the USDA final rule on wellness policies.  
*Check all that apply.*

- ☐ All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 ([www.fns.usda.gov/sites/default/files/dietaryspecs.pdf](http://www.fns.usda.gov/sites/default/files/dietaryspecs.pdf)).
- ☐ All schools in the District participate in USDA child nutrition programs, including [Insert program names; e.g. NSLP, SBP, FFVP, SMP, SFSP].
- ☐ All meals are accessible to all students.
- ☐ Withholding food as a punishment shall be strictly prohibited.
- ☐ All meals are appealing and attractive and served in clean and pleasant settings.
- ☐ Drinking water is available for students during mealtimes.
- ☐ When drinking fountains are not present in the cafeteria, water cups/jugs are available.
- ☐ Students are provided at least [Insert Number; recommended 10] minutes to eat breakfast and at least [Insert Number, recommended 20] to eat lunch after being seated.
- ☐ All school campuses are “closed” meaning that students are not permitted to leave the school grounds during the school day.
- ☐ Lunch shall be scheduled following recess for elementary students.
- ☐ Lunch shall be served between [Insert time; recommended 11am-1pm]
- ☐ Menus shall be posted on the District website and will include nutrient content.
- ☐ Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.
- ☐ All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
- ☐ Other: .....

12. Enter any information for the [insert] fields from above.

.....

.....

.....

.....

School Meal Program Participation

---

13. If you would like to include language related to promotion of school meal programs, select responses below.

*Check all that apply.*

- ☐ Shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;
- ☐ Shall allow students the opportunity to provide input on menu items;
- ☐ Shall restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings;
- ☐ Shall explore the use of nontraditional breakfast service models (such as breakfast in the classroom) to increase breakfast participation.
- ☐ Other: .....

## **Foods and Beverages Sold Outside of School Meals**

---

14. At a minimum, all schools/district should select the first response to be in compliance with the USDA final rule on wellness policies. Schools/districts may establish standards more strict than USDA. If this is the case, select an alternative response.

*Check all that apply.*

- ☐ All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.
- ☐ All food and beverages sold to students during before and after school programs shall meet the USDA Smart Snack nutrition standards.
- ☐ No beverages with non-nutritive sweeteners (artificial or natural), such as diet iced tea, diet soda, etc. shall be sold to students during the school day regardless of their compliance with the USDA Smart Snacks standards.
- ☐ The sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels during the school day are prohibited.
- ☐ Other: .....

## **Foods Offered/Provided but Not Sold**

---

15. USDA has not set forth standards related to foods offered/provided, but not sold, to students. However, they have mandated that schools establish their own standards. To meet this requirement, select one option or write your own.  
*Check all that apply.*
- ☐ All foods offered on the school campus shall meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.
- ☐ The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.
- ☐ All foods and beverages offered on the school campus, including those provided at celebrations, parties, or part of classroom snacks, will adhere to the District standards as established below.
- ☐ Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behavior.
- ☐ Celebrations that involve food will be limited to [Insert Number] (e.g. one per month).
- ☐ Non-food celebrations will be promoted and a list of ideas is available to staff and family members.
- ☐ Other: .....

16. **Enter Standards Established by the District**
- If district has established their own standards for schools allowed at parties, celebrations, snacks, etc. please list the standards below.

.....

.....

.....

.....

17. **Enter the number of allowed celebrations, if applicable.**

.....

Fundraising

---

18. Language related to the use of food fundraisers sold during the school day must be included in your policy.

*Check all that apply.*

☐ Fundraising during and outside school hours use only non-food fundraisers, and the District encourages those fundraisers promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).

☐ Fundraising during and outside school hours sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc.

☐ Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

☐ The District allows up to [Insert Number] exempt fundraisers per school per year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

☐ The District adheres to the Wisconsin Department of Public Instruction fundraiser exemption policy and allows two exempt fundraisers per student organization per school per year. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

☐ Other: .....

19. Enter the number of allowed exempt fundraisers if applicable.

## Marketing

---

20. USDA requires schools/districts to establish policies for food/beverage marketing. At minimum, schools may only allow for foods and beverages that meet the Smart Snacks standards to be marketed/advertised. Schools may adopt stricter guidelines, such as prohibiting the marketing of food companies.

*Check all that apply.*

☐ Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. marketing includes Brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

☐ Other: .....

## Nutrition Education

At a minimum, all schools/district must include goals related to nutrition education.



21. *Check all that apply.*

- ☐ The primary goal of nutrition education is to influence students' lifelong eating behaviors. Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. The District aims to teach, model, encourage, and support healthy eating by providing nutrition education.
- ☐ Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors.
- ☐ Nutrition curriculum shall be offered as part of a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote health. Curriculum will place an emphasis on: Promotion of adequate nutrient intake, healthy food preparation techniques, food safety, and healthy eating practices based on the Dietary Guidelines for Americans and MyPlate; Skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information; and Media literacy and the problems associated with food marketing to children.
- ☐ Nutrition education shall follow the Wisconsin Department of Public Instruction Model Academic Standards for Nutrition.
- ☐ Teachers shall integrate nutrition education into other classroom subjects, such as math, science, language arts, social sciences, and elective subjects.
- ☐ Nutrition education shall be offered in the cafeteria as well as the classroom, with coordination between the foodservice staff and teachers.
- ☐ Staff shall integrate at least [Insert Number] experiential nutrition education activities in all grade levels. Activities will include gardening, cooking demonstrations, and farm and farmers' market tours.
- ☐ All students shall participate in school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden-produced foods.
- ☐ Staff members responsible for nutrition education will regularly participate in relevant professional development.
- ☐ Staff shall only use approved nutrition curriculum in the classroom.
- ☐ Nutrition education shall be provided to families via handouts, newsletters, postings on the web-site, presentations, and workshops.
- ☐ Other: .....

22. **Enter the number of experiential education opportunities to be offered, if applicable.**

## Nutrition Promotion

At a minimum, all schools/district must include goals related to nutrition promotion. Schools/districts are required to review and consider evidenced-based strategies when determining these goals.

23. *Check all that apply.*

- ☐ The District is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.
- ☐ School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.
- ☐ School nutrition services shall implement at least [Insert Number] Smarter Lunchroom techniques at each school.
- ☐ School nutrition services shall purchase at least [Insert Number] locally grown/produced products each year.
- ☐ School nutrition services shall menu at least [Insert Number] local food(s) per month.
- ☐ School nutrition services shall offer students school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden-produced foods.
- ☐ The District shall offer students the ability to participate culinary activities, such as cooking clubs and the Wisconsin Student Chef Competition.
- ☐ Other: .....

24. **Enter the number of Smarter Lunchroom techniques, if applicable.**

.....

25. **Enter the number of locally grown products to be purchased, if applicable.**

26. **Enter the number of locally grown products to be included on the monthly menu, if applicable.**

.....

**Physical Activity**

At a minimum, all schools/district must include goals related to physical activity. Additionally, schools/districts are encouraged to include goals related to physical education.

## 27. Check all that apply.

- ☐ The District shall provide students with age and grade appropriate opportunities to engage in physical activity.
- ☐ The District shall utilize the Wisconsin Department of Public Instruction's Active Schools: Core 4+ resources.
- ☐ The District shall develop a comprehensive, school-based physical activity program (CSPAP), that includes the following components: physical education, recess; classroom-based physical activity; walk to school; and out of school time activities.
- ☐ Children and adolescents should participate in 60 minutes of physical activity every day. The District shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The District shall also provide opportunities for students to participate in physical activity in addition to physical education.
- ☐ Physical activity during the school day shall not be withheld as punishment. (If applicable, please check the below exemption)
- ☐ ---Participation on sports teams may be exempt from this rule if related to failure to meet WIAA or other school codes, e.g. academic or attendance requirements.
- ☐ Elementary schools shall offer at least [Insert Number, recommended 20] minutes of recess on all or most days during the school year (early dismissal/late arrival days are exempt).
- ☐ Outdoor recess shall be offered weather permitting [Insert district weather guidelines].
- ☐ Recess monitors/teachers shall encourage students to be active during recess.
- ☐ Teachers shall incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible.
- ☐ Teachers shall offer short (3-5 minute) activity breaks throughout the school day. Resources and ideas are available through [INSERT WEB LINK BELOW]
- ☐ Schools shall provide physical activity opportunities for all students before and after school. Activities include physical activity classes/clubs, physical activity in aftercare, intramurals, and varsity sports.
- ☐ District facilities shall be made available to students and community members [Insert additional information, for example times/dates of open gym].
- ☐ Opportunities to participate in physical activity shall be promoted throughout the school via [Specify media, e.g., school announcements, newsletters, flyers].
- ☐ The District shall support active transport to and from school by engaging in the following activities (check those that apply below):
- ☐ ---Designation of safe or preferred routes to school.
- ☐ ---Promotional activities such as participation in International Walk to School Week, ---National Walk and Bike to School Week.
- ☐ ---Secure storage facilities for bicycles (e.g., bike racks, shed, fenced area).
- ☐ ---Instruction on walking/bicycling safety provided to students.
- ☐ ---Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper.
- ☐ ---Crossing guards are used.
- ☐ ---Crosswalks exist on streets leading to schools.
- ☐ ---Walking school buses are used.
- ☐ ---Creation and distribution of maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).
- ☐ Other: .....

28. Enter any information for the [insert] fields from above.

.....

.....

.....

.....

Physical Education

29. Check all that apply.

- ☐ All District elementary students in each grade shall receive at least [Insert Number] minutes of physical education per week throughout the school year.
- ☐ All District elementary students in each grade shall have physical education a minimum of three times per week.
- ☐ All District middle school students in each grade shall receive at least [Insert Number] minutes of physical education per week throughout the school year.
- ☐ All District middle school students are required to take the equivalent of one academic year of physical education.
- ☐ All District high school students in each grade shall receive at least [Insert Number] minutes of physical education per week throughout the school year.
- ☐ All District high school students are required to receive 1.5 credits of physical education prior to graduation.
- ☐ Waivers, exemptions, or substitutions for physical education classes are not granted.
- ☐ Students shall be moderately to vigorously active for at least 50% of class time during all physical education class sessions.
- ☐ All physical education classes are taught by licensed teachers who are certified to teach physical education.
- ☐ Physical education staff shall receive professional development on a yearly basis.
- ☐ In health education classes, the District shall include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.
- ☐ Other: .....

30. Enter any information for the [insert] fields from above.

.....

.....

.....

.....

Other Activities that Promote School Wellness

At a minimum, all schools/district must include goals related to other school-based wellness activities.

31. *Check all that apply.*

- ☐ As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.
- ☐ The District supports the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student well-being.
- ☐ Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.
- ☐ Staff is strongly encouraged to model healthful eating habits, and are discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum.
- ☐ Staff is not permitted to eat or drink out of branded packaging in front of children (e.g., coffee containers with specific company logos).
- ☐ Other: .....

## Staff Wellness

---

32. The district will implement the following activities below to promote healthy eating and physical activity among school staff.

*Check all that apply.*

- ☐ Application of Smart Snacks nutritional standards for foods and beverages in vending machines available to staff members.
- ☐ Educational activities for school staff members on healthy lifestyle behaviors.
- ☐ Distribution of an employee health newsletter to promote healthy behaviors.
- ☐ Organization of employee physical activity clubs.
- ☐ Establishment of peer support groups for weight management, stress management, tobacco-use cessation, family guidance, and other identified issues.
- ☐ Administration of flu shots at school.
- ☐ Periodic screening at school for blood pressure, blood cholesterol, body mass index, and other health indicators.
- ☐ Annual administration of individual health-risk appraisals to help staff members establish personal health-improvement goals.
- ☐ Encouragement of staff members to set medical appointments for screening for cancer, heart disease, diabetes, and other diseases.
- ☐ District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom.
- ☐ Other: .....

## Community Engagement

---

33. *Check all that apply.*

- ☐ The District will work with community partners, including [Insert list, e.g. hospital, university, county health department, etc.] to support district wellness.
- ☐ The District will offer [Insert Number] family-focused events supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year.
- ☐ The District will inform and invite parents to participate in school-sponsored activities throughout the year.
- ☐ The District will actively inform families and the public about the content of and any updates to the policy through [Insert Channels of Communication: website, newsletter, mailing, etc.].
- ☐ The District shall provide information on how the public can participate in the school wellness committee on an annual basis.
- ☐ Other:

34. **Enter any information for the [insert] fields from above.**

.....

.....

.....

.....

## Monitoring and Evaluation

At a minimum, schools/districts must conduct an assessment of the wellness policy every three years, report to the public the finding of the evaluation, and update the policy as appropriate.

35. *Check all that apply.*

- ☐ The Wellness Committee will monitor goals and objectives for the District and compile an annual report to address the progress of the schools within the District in meeting wellness goals. This report will be published annually in [Insert Month].
- ☐ The Wellness Committee will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture.
- ☐ The District will notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at [Insert Web Address].
- ☐ The District wellness policy will be updated as needed based on evaluation results, District changes, emersion of new health science information/technology, and/or new federal or state guidance are issued.

36. **Enter any information for the [insert] fields from above.**

.....

.....

.....

